

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

**POSITION TITLE:** STUDENT HEALTH CENTER SUPERVISOR

**POSITION LOCATION:** ASDB

**POSITION REPORTS TO:** Director of Student Life

**POSITION SUPERVISES:** Pediatric Nurse Practitioner, Nursing Assistants, and Secretary

**MINIMUM QUALIFICATIONS:**

Registered Nurse with a minimum of 5 years experience and/or a B.S. Degree in Nursing with 3 years experience; a current Arizona license; School Nurse Certification; experience as a Supervisor or Work Leader

**PREFERRED QUALIFICATIONS:**

Pediatric experience, knowledge of handicapped children, supervisory experience in a school setting,  
and knowledge of Sign Language or willingness to learn.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Coordinate and manage health care services including evaluation, referral to physicians, administering medications, providing follow-up medical evaluations, and keeping current records on all students; supervise the nursing staff including recruitment, interviews, and evaluation; manage Student Health Services budget; communicate with the medical officer and other physicians about the care programs and special referrals; supervise nursing staff management of medical emergencies and accidents; evaluate medical information and participate in intake and three year evaluations of students as needed; ensure that parents or guardians, instructional staff, and residential staff are informed regarding a student's health care needs and treatment; coordinate and plan in-service training and staff development regarding sensory impaired multiply handicapped children; evaluate health services and interface these services with the educational program.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Good planning and organizational skills, excellent verbal and written communication skills, ability to supervise, knowledge of budget procedures, ability to interface health services with educational programs, and ability to evaluate services.

**SPECIAL CONDITIONS/REQUIREMENTS:**

Must utilize appropriate personal protective equipment as required.